



## Form 78 Guidance Notes for Applicant

*(Please read these guidance notes before completing the form)*

### Certificate

1. Building name - please give the full name by which the building is known to the congregation.
2. Please indicate whether the building is to be registered for the solemnization of marriages between a man and a woman, marriages of same sex couples or both.
3. Date - please enter the date that the householders sign the certificate.
4. Householder signatures - the signatures, names and addresses of no less than twenty householders who attend the building for the purpose of religious worship must be added to the form. However, they are NOT required if the building is already registered for the solemnization of marriages between a man and a woman under Section 41 of the Marriage Act 1949 or for the solemnization of marriages of same sex couples under Section 43A of the said Act.
5. Counter signatory - the person who countersigns the form must not also have signed as a householder. The counter signatory must be either the proprietor/owner or a trustee of the building.
6. Date - please enter the date on which the certificate was countersigned. This date must not be prior to the signing of the certificate by the householders.

### Application

1. Registration District - please give the registration district where the building is situated.
2. Give the full name of the applicant and indicate whether they are the proprietor of the building or a trustee.
3. Building name - please give the full name by which the building is known to the congregation.
4. Address - please give the precise address of the building. If the building has a number and a name, both should be stated.
5. Denomination(s) - please give the denomination of each religious denomination which uses the building. This should be different to the name of the building. If you are applying to register the building for the solemnization of same sex couples and the building is used by more than one religious organisation, you should give the denomination of each religious organisation which qualifies as a sharing church (*for information on whether a church qualifies as a sharing church, see the guidance notes for Form 78A*).
6. Please tick one box only to indicate whether the building is to be registered for the solemnization of marriages between a man and a woman, marriages of same sex couples or both.
7. Date of certification for worship and worship number - this information will be on the certificate of registration which was returned to you by your local superintendent registrar when the building was registered as a place of worship under the Places of Worship Registration Act 1855. If you are applying to register the building for religious worship and the solemnization of marriages at the same time, please leave these fields blank.

**8.** The person who signs the application must be either the proprietor/owner or trustee of the building, who should enter the date the application was signed. This date must be within one month of the date of the householders' certificate.

#### Additional Information

- 1.** Full name of applicant - please enter the full name of the person who has signed the application.
  - 2.** Applicant's home address - please enter the home address of the person who has signed the application. This must not be the same address as the building for which the application is being made.
  - 3.** Confirmation of open doors - this is to ensure that the general public has access to all marriage ceremonies in case anybody wishes to raise an objection to a marriage.
  - 4.** Marriage Service - this is to ensure that the correct words of "Declaration" and "Contract" have been incorporated into the marriage service.
  - 5.** Marriages of same sex couples - if the building is to be registered for the solemnization of marriages of same sex couples, the applicant must also complete a Form 78A and submit a copy of the relevant governing authority's consent.
  - 6.** Please send your completed application and all additional documentation to the Superintendent Registrar of the registration district in which the building is situated, together with the required statutory fee. Details of the fees payable are available from your local register office.
- N.B.** - When the building to be certified as a place for religious worship is intended to be used in lieu of a building previously certified, a form 77 (Notice of Disuse) should be completed for the original registration and sent to the General Register Office via your local superintendent registrar. If the Authorised Person facility is to be carried over to the new building, the relevant Authorised Person forms must be completed and included with the application.